

Verification Summary Report (VSR) Fact Sheet

Important Dates:

- **October 1**– Begin Verification Process
- **November 15**– Complete Verification Process
- **December 15**– Complete Verification Summary Report

Basic Information

- The VSR is not available until the October claim for reimbursement has been filed.
- Boxes that are grey will not need to be filled out; these will be pre-populated from the October claim or automatically filled in once data has been entered in other fields.
- Be sure to read column headings in each section as they change throughout the report.

Specific Sections to Note

Section 2

Provision 2 or 3 and Community Eligibility Provision schools must fill out Section 2.

Schools not operating Provision 2 or 3 or Community Eligibility Provision can skip this section entirely.

Section 3

Schools will need to separate students Direct Certified because of Food Stamps (SNAP) from students Direct Certified due to TANF or Foster status. To identify how the student qualifies on Direct Certification, review the abbreviations F, A, or W in column “U” of the Direct Certification Match Spreadsheet.

F= SNAP (Food Stamp), A= TANF, W= Foster Child

Section 4

Categorically Free Eligible applications are approved for free meals due to a Food Stamp/TANF case number written on the application.

The verification sample size is based on the numbers inputted into 4-1A, 4-2A, and 4-3A.

Section 5

Make sure the calculated size of verification sample matches the number of applications actually selected for verification (5-5).

Section 6

Report any applications that were Verified for Cause prior to November 15th. Record the results of applications Verified for Cause in section 5-8.

Please send any VSR related questions to Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849.